



City of Kansas City, Missouri Job Class Specification

Job Title: DIRECTOR OF PUBLIC WORKS

Department: PUBLIC WORKS

Job Code: 2024U

Status: EXEMPT

Grade: UNCLASSIFIED

Summary

Performs work of unusual difficulty in establishing, implementing and managing effective systems and procedures for the City's public works department.

Duties and Responsibilities

- Plans, develops, assigns and manages the City's programs and projects for traffic engineering, parking and maintenance of streets, street lights, bridges and public buildings.
- Directs and manages the City's programs for striping, channelization, marking, signing and traffic signalization; maintenance, repair and reconstruction of sidewalk, curbs, streets, fences, guardrails and minor concrete structures; street sealing/coating; and snow removal operations.
- Establishes departmental policy, standards, rules and procedures.
- Consults and coordinates with representatives from Federal, State and County governments and interested organizations regarding the City's traffic operations and street/sewer maintenance programs; conducts negotiations on traffic engineering and related matters with officials of the State, County, and other municipalities; construction utility and transportation companies; and other governmental and private organizations.
- Directs the preparation and execution of the department's operating and capital budgets and Five-Year Capital Improvement Program; represents the department in budget hearings before the City Council.
- Represents the City in public relations and liaison matters and in local and intergovernmental meetings, hearings, committees and commissions; represents the department within City government.
- Formulates and recommends new or modified City policies on traffic and parking program operations and street, sewer and street landscape maintenance.
- Plans, develops and evaluates current transportation operation and maintenance service levels, program objectives and resources utilization; and forecasts needs in order to anticipate and control new installations, expanded programs, and/or new obligations.
- Directs, assigns, trains, supervises and evaluates staff and their work; makes decisions and recommendations on employment, retention, promotion, and other related personnel actions.
- Directs the acquisition and compilation and presentation of statistical and other data required to obtain Federal and State funds for various projects.
- Evaluates and recommends City positions on existing and proposed legislation having an impact on transportation operations and the maintenance of streets and sewers.
- Performs related duties as required.

TYPICAL END RESULTS INCLUDE

Timely and appropriate action in all areas involving public safety; coordinated traffic and maintenance strategies which maximize the achievement of City goals and objectives while ensuring the safe and convenient transportation of people and goods within and through the urbanized area of Kansas City; and the development, financing and implementation of programs to extend the useful life of the City's street-related infrastructure.

DISTINGUISHING CHARACTERISTICS

This position reports to the City Manager and is distinguished by full executive responsibility for the provision of all City streets, streetlights, bridges and public buildings. The incumbent is appointed by and serves at the pleasure of the City Manager.

Technical Skills

Minimum Knowledge, Skills and Abilities

- Knowledge of the principles, practices and methods of Traffic and Civil Engineering.
- Knowledge of the principles of organization and management.
- Knowledge of personnel administration and budgetary control.
- Knowledge of methods used and problems involved in planning, design, project management, operations and maintenance of public works projects and buildings.
- Ability to plan, organize and direct the work of a large and varied staff.
- Ability to prepare comprehensive reports as required by Federal, State and local governmental organizations.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to establish and maintain effective working relationships with the business community, other City departments, elected and appointed officials, as well as various employee groups, including members of labor unions.

Competency Knowledge, Skills and Abilities

- Knowledge of all phases of service and maintenance for streets, street lights, bridges and public buildings.
- Knowledge of all phases of transportation planning and management.
- Knowledge of traffic design and operations.
- Knowledge of public parking planning and operations.
- Knowledge of public mass transit facilities.
- Ability to direct and supervise management personnel and engineering professionals.
- Ability to plan, organize and direct a large and varied design, operation and maintenance function.

Education and Experience

Bachelor's degree in business or public administration, engineering, construction management, or related discipline and ten(10) years of related and increasingly responsible technical, administrative and managerial experience in the public or private sector.

Certificates/ Licenses/Special Requirements

Supervisory Responsibility

Supervision Received

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created	12/03
Revised	9/06, 10/11